



From: Human Resources Benefits Department

To: GC Retiring Employee

RE: A Personalized TRS Retirement Consultation Invitation

## PRE-RETIREMENT PACKAGE

### CONTACT HR BENEFITS FOR A CONSULTATION:

Prof Tech, Faculty and Admin employees:

By Phone: 409-944-1280

By Email: [jlandry@gc.edu](mailto:jlandry@gc.edu)

Classified employees:

By Phone: 409-944-1218

By Email: [tcampbel@gc.edu](mailto:tcampbel@gc.edu)

In Person: M-203 Moody Building

### Things to do Before TRS Retirement Consultation

- Decide on your retirement date and provide a retirement letter to your supervisor, requesting that he/she prepare a Personnel Action Request (PAR).
- Make an appointment for a Retirement Consultation with HR Benefits **at least three months before retirement**
- Confirm whether you are eligible for ERS retiree medical and related benefits by reviewing the requirements on page 4 of this package.
- **If you are retiring at or after age 65 and have not yet applied for Medicare Part B, you should do so immediately since there may be a month or more delay before the coverage is effective. You need it to be in place the first of the month of your retirement because ERS coverage will become secondary to Medicare Part B**

## TRS Recommendations

- Consult your *TRS Benefits Handbook* to obtain information on your retirement options. Available online at the TRS website at

[http://www.trs.state.tx.us/benefits/documents/benefits\\_handbook.pdf](http://www.trs.state.tx.us/benefits/documents/benefits_handbook.pdf)

- Purchase special service for retirement credit or TRS/ERS transfer service credit, if applicable. More information at this link:

[http://www.trs.state.tx.us/Publications/brochure\\_texaservicecredit2003.pdf](http://www.trs.state.tx.us/Publications/brochure_texaservicecredit2003.pdf)

- Send TRS copies of birth records for you and (if you plan to select an Option 1, Option 2 or Option 5 retirement plan) your beneficiary. Write your Social Security number on the birth records submitted so that the records can be matched with your TRS account. Also, if your current name is different from your name on your birth certificate, write your current name on your birth certificate.
- Obtain a copy of form TRS 18 (Request for Estimate of Retirement Benefits) by visiting the TRS Web site or by calling TRS at 1-800-223-8778. Form 18 is available at:

[http://www.trs.state.tx.us/global/forms/form\\_18.pdf](http://www.trs.state.tx.us/global/forms/form_18.pdf)

- Complete form TRS 18 and return it to TRS to receive a retirement packet. (Processing of retirement packets is prioritized by retirement date, and response time may vary based upon the time of year that a request is received.)

### The following forms will be included in your packet:

- **Form TRS 25** (Service Retirement Estimate of Benefits)
- **Form TRS 13** (Acceptable Proof of Age Documents)
- **Form TRS 30** (Application for Service Retirement)
- **Form TRS 7** (Notice of Final Deposit Before Retirement-**original must be given to HR Benefits for completion and forwarding to TRS to obtain a pension check!!!**)
- **Form TRS 278** (Direct Deposit Request/Annuity Payment EFT Exemption Certificate)

- **Form TRS 228A** (Income Tax Withholding Form)
- A long-term care brochure along with a postage-paid response card

TRS may include additional forms, if applicable, and a detailed instruction booklet in your packet to help you complete all required forms.

TRS Benefits Presentations are frequently available in the Houston area. Register at:

<https://oapi.trs.state.tx.us/NASApp/bepr/do/memberPresentations>

### **Things to do during TRS Retirement Consultation**

- Discuss elections and complete **TRS/ORP/Direct Pay Retiree Initial Insurance Enrollment Form**, if eligible for ERS retiree medical and related coverage
  - HR Benefits will determine eligibility, help with elections and send enrollment to ERS
  - Form is located at <http://www.ers.state.tx.us/Forms/GI-1183.pdf>
- Discuss Medicare and ERS retiree coverage interaction
- Discuss how ERS will bill you as a retiree
- Discuss final vacation payout after retirement, if applicable
- Discuss Payflex if applicable (card may not be used after termination)
- Discuss Dental coverage

The form **TRS 7** (Notice of Final Deposit Before Retirement) **must be given to your employer (HR Benefits) for completion.** It is your employer's responsibility to mail this form back to TRS. (This form cannot be completed until you have resigned and received the final payment from your employer.) You should complete all of the other forms in the packet and return them to TRS as soon as possible before your retirement date. Your retirement cannot be processed until all forms are received, including the form TRS 7.

- Terminate employment by your effective date of retirement.

Contact the Social Security Administration regarding your eligibility for Social Security benefits. You may contact Social Security toll-free at 1-800-772-1213.

You should consider many factors in determining your best time to retire. Keep in mind that if you retire after meeting the minimum length of time for establishing your final year of service credit, you will receive service credit for that year—but not receive credit for the full year's salary. If the year in question is one in which you are earning one of your highest

salaries, you may wish to retire at the end of the school or contract year to take advantage of the full year's salary.

Although attendance is not necessary, you may wish to attend one of several TRS benefit presentations offered around the state each year. These presentations focus on TRS benefits, including necessary steps to follow when preparing for retirement. Dates, times and locations of presentations may be found on the TRS Web site: [www.trs.state.tx.us](http://www.trs.state.tx.us)

### **Things to do after TRS Retirement Consultation**

- Update your email address in ERS Online from office email to home if you have one and provide ERS with your new address, if applicable

### **Retirement with group insurance benefit**

Under current law, when you enroll in health coverage as a retiree, the State pays the health premium for *you only*. You also receive 50% of the cost of health coverage for your eligible dependents. You are responsible for paying the remaining cost of health coverage for your dependents and for other optional coverage you may choose. If you elect the same retiree coverage you have as an active employee, your monthly charges will remain unchanged until ERS changes rates or coverage, typically each fiscal year.

If you wish to retire before age 65 and have 10 years of service but do not meet the Rule of 80, you will not be eligible for health insurance through the GBP until age 65. COBRA coverage would be available for 18 months fully at your cost. Interim insurance is also available from ERS, although the cost is quite high.

Here's the full text on Retiree Insurance Eligibility:

Link is: <http://www.ers.state.tx.us/Retirement/InsuranceEligibility.htm>

### **Eligibility for GBP Insurance at Retirement**

You are eligible to enroll in the State's insurance program as a retiree if you fulfill **all five** of the following requirements:

#### **1. Service Credit - General Requirement**

You have at least 10 years of service credit in ERS, TRS, the Optional Retirement Program (ORP), or any entity that participates in the state retirement program. You may also apply service credit from the Texas Municipal Retirement System (TMRS), the Texas County and District Retirement System (TCDRS), Judicial Retirement System Plans I & II, City of Austin Retirement System, El Paso Fireman

& Policeman's Pension Fund or the El Paso City Employees' Pension Fund as part of your 10 years, if you are eligible for a [proportionate retirement](#) with these systems and ERS or TRS.

## **2. Service Credit - Group Benefits Program Participation Requirement**

Of the required 10 years service credit in #1 above, employees hired after 8/31/01 must have 10 years of *actual service* in a GBP-participating agency or institution to qualify for retiree health insurance. Employees hired prior to 9/1/01 are grandfathered under the old rule, which required 10 years of service, but only three years of actual service with a GBP-participating agency.

**There are two exceptions:** If you are a former state employee who had 10 years of service with three or more years of state service with a GBP-participating agency on 8/31/01, you can qualify for retiree health insurance under the old rule. In addition, any member who has purchased five years of military service and also has five years of state service prior to 9/1/01 can qualify for retiree health insurance.

## **3. Age or Rule of 80 Requirement**

You are at least age 65 or retire under the Rule of 80. If you do not retire under the Rule of 80 and are less than age 65 with at least 10 years service credit at the time of retirement, you will not be eligible for GBP health insurance until you reach age 65. For details, see [How Insurance Works for Retirees Less Than Age 65](#). If you retire under the CPO/CO program, you must meet the age and service requirements for retirement in the program from which you are eligible to receive a retirement annuity.

## **4. Employment Status I**

You have terminated employment from all state agencies and institutions that participate in the state insurance program or are no longer eligible for the program as an employee.

## **5. Employment Status II**

Your last place of public employment prior to retirement was with an agency or institution participating in the State's insurance program. This is not required if you are eligible to receive an ERS retirement annuity.